

## NOMI Web Update Process for Web POCs

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1. All detachments/departments within each command (NAVMED MPT&E, NHCS GL, NOMI, NSHS PS and NSHS SD) will designate a single Web POC that will coordinate and authorize all web update requests for their sections of the web sites. The Web POC will use the process below to submit web update requests and work with NOMI N62 directly as necessary.
2. Web update request submission guidelines:
  - Web update requests should be submitted by a designated Web POC using the Web Update Request Form. (<https://apps.nomi.med.navy.mil/webupdates>)
  - Web update requests submitted by email or any other means will not normally be accepted.
  - Each request should be submitted separately.
  - The Web Update Request Form will save web update requests to its own database, and it will also submit the web update request to Track-It.
  - Track-It will assign each web update request a ticket number and send an email to the Web POC.
3. N62 will review the web update request to ensure compliance with the following guidelines:
  - DOD Web Site Administration Policies and Procedures ([http://www.defenselink.mil/webmasters/policy/dod\\_web\\_policy\\_12071998\\_with\\_amendments\\_and\\_corrections.html](http://www.defenselink.mil/webmasters/policy/dod_web_policy_12071998_with_amendments_and_corrections.html))
  - SECNAVINST 5720.47b (<http://www.chinfo.navy.mil/navpalib/internet/secnav5720-47b.pdf>)
  - SECDEF MEMO 28DEC2001 - Removal of personally identifying information of DoD personnel from unclassified websites ([http://www.defenselink.mil/pubs/foi/names\\_removal.pdf](http://www.defenselink.mil/pubs/foi/names_removal.pdf))
  - Navy Usage (<http://www.chinfo.navy.mil/navpalib/internet/navyinet.txt>)
  - Section 508 of the Americans With Disability Act (<http://www.section508.gov>)
  - HIPAA (<http://www.tricare.osd.mil/webmaster/index.cfm>)
4. Web update requests that are not compliant with the guidelines in section 4 will be returned to the Web POC with an explanation and/or a recommendation for compliance modifications.
5. If the ticket complies with the guidelines in section 3, N62 will email the Web POC with an estimated time of completion (initial posting to staging server or SharePoint). This time will typically be less than five days, although workload and other factors can shorten or lengthen estimates.
6. If the actual time required exceeds the estimate, N62 will email the Web POC with an explanation for the delay and a revised estimated time of completion.
7. Upon completion of the web update request, N62 will post the updates to the appropriate staging server and email the Web POC that the updates are ready for review, with a link, screenshot, etc. to the update (for the public web site, N62 will publish the updates live to SharePoint and send a link to the newly posted content).
8. The Web POC will have 5 business days to review the updates and reply with corrections, etc. N62 will send the Web POC a follow-up email after 2 days and again after 2 more days. If no response is received by the 5<sup>th</sup> day, the update is considered correct and final approval is implied.
9. After N62 receives final approval from the Web POC, the updates will be posted to the appropriate production web site. Typically, posting will occur within 1-2 business days, although workload and other factors can shorten or lengthen this time. The Web POC will be emailed when updates have been posted, the web update request will be considered complete, and the Track-It ticket will be closed.